



Hazardous Materials

Background

KTCEA is committed to fostering policies, practices and education programs that protect and preserve the environment. KTCEA also recognizes the inevitability of hazardous products and materials being present in its facilities. KTCEA is committed to proper handling and use of such materials.

Guidelines

KTCEA will ensure that the Workplace Materials Information System (WHMIS) is present and implemented in all school locations and other facilities.

#	Procedure	Roles & Responsibilities
1.	All activities related to the management and disposal of chemical, hazardous and dangerous goods in all areas of the school system operation will be conducted in accordance with federal, provincial and municipal legislation, regulations and policies.	Site Managers, Principals, Operation and Maintenance Manager
2.	The Operation and Maintenance Manager shall assist and monitor the management and disposal of chemical, hazardous and dangerous goods in the school system and the schools to ensure that there is compliance with legal requirements.	Operation and Maintenance Manager
3.	This Administrative Procedure applies to all areas of KTCEA operation such as facility maintenance, custodial, clerical support, transportation, instructional and all other areas where chemicals, hazardous and dangerous goods are utilized, managed and disposed.	Superintendent, Staff
4.	Principals and Site Managers, in consultation with the Operation and Maintenance Manager, shall approve all substances ordered for their specific area of responsibility and shall ensure that an inventory of these substances is maintained and placed in an appropriate location.	Principals, Site Managers, Operation and Maintenance Manager
5.	The Operation and Maintenance Manager shall approve all substances ordered for custodial purposes and shall ensure an inventory of these substances is maintained and placed in an appropriate location.	Operation and Maintenance Manager
6.	Approval of such purchases shall take into consideration appropriate amounts, least toxic alternatives, shelf life, use of hazardous products and ensuring that proper labels and Material Safety Data Sheet (MSDS) must accompany these substances	Operation and Maintenance Manager

	when received from suppliers.	
7.	The inventory shall include name of chemical, MSDS, purchase date, hazard class or Transportation of Dangerous Good Classes (TDG), storage location, program for disposal and timelines for updating as well as any other pertinent information.	Principal, Site Manager, Operation and Maintenance Manager
8.	All employees handling or using these substances will have Workplace Hazardous Materials Information System (WHMIS) training and adhere to the legislation, regulations and procedures.	Principal, Site Manager Operation and Maintenance Manager
9.	All employees handling or using these substances are responsible for proper storage in appropriate designated areas and for the disposal for the substances in accordance with legislation, regulations and procedures.	Principal, Site Manager, Operation and Maintenance Manager
10	The Operation and Maintenance Manager shall develop a plan for the identification, maintenance of an inventory, appropriate storage and guidelines and procedures for reducing, reusing, recycling and disposing of substances.	Operation and Maintenance Manager
11	The transportation of these substances shall be according to TDG regulations. Each worksite shall develop guidelines and procedures identifying receivers, delivery sites and any other pertinent information.	Principal, Site Manager, Operation and Maintenance Manager

Definitions:

Not Applicable

References:

Dangerous Goods Transportation and Handling Act

Occupational Health and Safety Act

Hazardous Chemicals Act

Public Health Act

Operations and Maintenance (Handbook for School Facilities)

Operations and Maintenance Manual (A Guide for School Trustees/Administrators and Consultants)

Procedure Amendments and Updates

The responsibility for updating and amending this procedure rests with the Associate Superintendent Facilities & Operations.